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Approved For Release 2002/02/11 : CIA-RDP78-04360A000100010028-8
S-E-C-R-E-T


This Notice Expires 25 February 1957

NOTICE NO.
LN 50-190-11


LN 50-190-11
OPERATIONS
15 October 1956

SUBJECT: Saturday Staff Duty Officers

1. The following is the Office of Logistics Saturday Staff Duty Roster for the dates indicated:

<u>Staff Duty Officer</u>	<u>Clerical Assistant</u>	<u>Date</u>
		3 November 1956
		10 November 1956
		17 November 1956
		24 November 1956
		1 December 1956
		8 December 1956
		15 December 1956
		22 December 1956
		29 December 1956
		5 January 1957
		12 January 1957
		19 January 1957
		26 January 1957
		2 February 1957
		9 February 1957
		16 February 1957
		23 February 1957

2. Staff duty will be performed in Room 1C-50, Quarters Eye, from 0900 to 1300 hours, unless otherwise required. It is not required that the Divisions or Staffs maintain Saturday Duty Officers. This does not, however, relieve the Divisions or Staffs of the responsibility to carry on business in event of emergency or operational necessity.

3. Staff Duty Officers will be responsible for the receipt of incoming calls, effecting immediate emergency action when necessary, and complying with such special instructions as may be assigned. Clerical assistance will be provided by the personnel assigned above. Each Staff Officer, before leaving the Office of the Director on Saturday, will call the Office of the Deputy Director (Support) -  and inquire if there will be any necessity to remain longer. If there is no answer, it can be assumed that the DD/S's office is closed, and there will be no need to remain longer.

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25X1A 4. Each Staff Duty Officer will familiarize himself with CIA Regu-
lation [REDACTED] CIA Watch - Critical Information.

5. Any officer or clerical assistant who cannot, for official reasons, serve his appointed tour shall advise the Office of the Chief, Administrative Staff not less than five working days in advance of the duty period. Where relief from this duty is purely for the convenience of the individual concerned, he or she may arrange for exchange of duty with any other person of similar category listed above. The Office of the Chief, Administrative Staff will be advised of this exchange not less than one day in advance of the duty period.

6. Any important happening that in the judgement of the Staff Duty Officer should be included in the Director's Daily Log - LI 5-500-1, dated 1 April 1954 - should be made known to the Assistant Director of Logistics on the following Monday.

7. The Duty Officer's Guide Book should be picked up in Room 1C-47, Quarters Eye, by the Duty Officer the day before his tour of duty.

FOR THE DIRECTOR OF LOGISTICS:

[REDACTED]
Chief, Administrative Staff

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cc: Each individual listed above

OL/AS: [REDACTED] 25X1A9A